Harper Grey LLP

Inventory: Information for my Executor & Attorney

To assist you in preparing a binder that will have the material information your executor and attorney (meaning the person named as your attorney under a Power of Attorney) will need.

Date last updated	(Name your list and binder whatever you like - make it memorable and easy to spot for your executor and attorney)
	Name(s) (your legal name, prior names such as maiden names, and all names you ordinarily use): ____________________
	Social Insurance Number: ____________________
	Place of Birth: ____________________ **Date of Birth:** ____________________
	Bank Statements: • For each open bank account (chequing, saving, GICs, RESPs, etc.).
	Investment Statements, such as RRSPs, RRIFs, TFSAs, Segregated Funds: • Account statements for each one. • Have you designated a beneficiary/successor annuitant? • Have you designated a contingent (alternate) beneficiary?
	Any Other Investments: • Statement for each account.

Pensions:

- Copy of each of your pension plans' particulars.
- Have you designated a beneficiary?

Life Insurance:

- Copy of each of your life insurance policies (or at least the cover pages with the key information).
- Have you designated a beneficiary?
- Have you designated a contingent (alternate) beneficiary?

Power of Attorney:

- Copy of your Power(s) of Attorney.
- Location of your original Powers of Attorney:

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Will:

- Copy of your Will.
- Location of your original Will: ______________________________
- Reminder: do not write on your Will. Always consult your lawyer to make any changes, in order to avoid costly court applications after you pass that would required if you make handwritten changes.

Safety Deposit Box or Safe:

- Location of Safety Deposit Box/Safe: ______________________________
- Location of Key/Combination: ______________________________

Real Estate

- List of addresses for all real estate of which you are a registered or beneficial owner, inside and outside B.C.
- Copy of each property's insurance.

Leases:

- Copies of all leases (residential tenancy where you're landlord or tenant, commercial leases, vehicle leases, etc.).

Vehicles:

- List of all vehicles of which you are a registered owner.
- Copy of the vehicle's registration and insurance.

Accountant (if you have an accountant):

Name: ____________________

Company: ____________________

Phone number: ____________________

Financial Planner/Investment Advisor (if you have one):

Name: ____________________

Company: ____________________

Phone number: ____________________

Lawyer (if you have a lawyer):

Name: ____________________

Company: ____________________

Phone number: ____________________

Funeral Arrangements:

- Copies of any prepaid or prearranged funeral arrangements.
- Details of any specific wishes you have for your funeral or remains.

Trusts:

- The name of any trust of which you are a beneficiary or trustee.
- The contact information of the Trustee.
- A copy of the Trust Deed if you have it.

Joint Assets (if not already addressed above):

- A list of all assets you hold jointly with another person.
- The name of the other person, and their relationship to you.

Key Family Law Documents

- Copies of All Divorce Orders, Separation Agreements, and Orders Affecting Custody and Guardianship of Minors and/or property rights.
- Reminder: this information is not typically available through channels other than you, so if your estate needs it and you have not provided it, there can be costly steps required to ascertain this information.

Debts (statements for each and every of the following):

- credit card;
- mortgages and lines of credit;
- car loan;
- utility bills;
- telephone and cable provider;
- strata fee; and
- other debts.
- Reminder: as statements and account information increasingly moves to be paperless, this information is pivotal to ensuring obligations are paid/cancelled as appropriate.

Business Interests:

- Names of all Companies, Partnerships, Joint Ventures, and Businesses in which you hold an interest.
- Copies of any Shareholders' Agreements, Partnership Agreements, Joint Venture Agreements, or Buy/Sell Agreements.
- Include all of the information relating to the business that is in this checklist (accounts, assets, digital information, its advisors, etc.).
- Reminder: if you pass or become incapable, your executor or attorney will typically be responsible for dealing with any voting shares in your companies, and therefore typically needs to have all information (or information on where to find it) necessary for the continued smooth operation of the business.

	Digital Assets: • List of all digital assets (Cryptocurrencies, online games with assets having commercial value, Facebook, Twitter, etc.). • Consider whether you wish your executor to know your login particulars – accessing an account by anyone other than the account holder is usually a breach of the terms of use. • Reminder: for cryptocurrency, if your estate does not have the access information, the asset is generally lost, but there can still be taxes payable in connection with it.
	Intellectual Property /Royalties: • List of all patents, trademarks, and copyrights you have registered or pending (including registration numbers). • Copies of all licensing agreements. • Copies of all agreements under which you are entitled to receive royalties or licensing fees.
	Executor(s) (names, address, phone number, and email address): Primary: ____________________ Alternate: ____________________ Second Alternate: ____________________
	Guardian(s) (names, address, phone number, and email address): Primary: ____________________ Alternate: ____________________ Second Alternate: ____________________

Your Next of Kin (names, address, phone number, and email address, or date of death if the person has predeceased you, for your):

Spouse:

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Mother (include maiden name):

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Father:

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Children:

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Siblings:

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Beneficiaries (names, address, phone number, and email address for your beneficiaries, other than your next of kin listed above):

Beneficiary 1:

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Beneficiary 2:

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Beneficiary 3:

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NOTES TO YOUR EXECUTOR

It is my express intention that nothing I write on this Death Folder Checklist, attach, or store with or in reference to this Death Folder Checklist is intended to be an expression of my testamentary intention. I have considered the operation of section 58 of the *Wills, Estates and Succession Act* and I do not intend anything in this Death Folder Checklist to replace, amend, revoke, alter, or otherwise affect any Will or Codicil I have executed in compliance with the *Wills, Estates and Succession Act.*

William D. MacRae
604.895.2858
wmacrae@harpergrey.com

Rose Shawlee
604.895.2825
rshawlee@harpergrey.com

Jeanne O. Posey
604.895.2896
jposey@harpergrey.com

Important Notice: The information contained in this Checklist is premised on the law of British Columbia as at April 1, 2020. It is intended for general information purposes only and does not create a lawyer-client relationship. It is not intended as legal, accounting, or tax advice from Harper Grey LLP or the individual author(s), nor intended as a substitute for legal advice on any specific subject matter. Accounting and tax advice is recommended. Detailed legal counsel should be sought prior to undertaking any legal matter. The information contained in this Checklist is current to the last update and may change. Last Update: February 26, 2021